

GOVERNMENT EMPLOYEES' INCENTIVE AWARDS PROGRAM

Approved For Release 2001/04/04 : CIA-RDP78-04718A002400150004-7

Annual Report - Fiscal Year
Ending June 30, 19__

REPORTING DEPARTMENT

LOCATION OF REPORTING DEPARTMENT (If outside Washington, D. C.
Metropolitan Area)

United States Civil Service Commission Regulations (Part 32) require each department (as defined in the Regulations) to submit a report to the Commission by September first of each year on the operations of the department's Incentive Awards Program during the preceding fiscal year. The information submitted on Standard Form 69 will constitute such report and will be used by the Commission in making its annual report to Congress on the results of the Government Employees' Incentive Awards Program.

SECTION A- EMPLOYEE CONTRIBUTIONS RECEIVED AND PROCESSED. Consider an approval in part as an approval. Consider a contribution by more than one person as a group contribution. Show under "Approved during Fiscal Year" all contributions adopted by reporting department, including those referred to other departments for additional consideration. Show under "Referred (Not Approved)" contributions referred to other departments because contributions are unrelated to the activities of reporting department or require adoption outside reporting department.

	PENDING AT START OF FISCAL YEAR	RECEIVED DURING FISCAL YEAR	APPROVED DURING FISCAL YEAR	REJECTED DURING FISCAL YEAR	REFERRED (NOT APPROVED)	PENDING AT CLOSE OF FISCAL YEAR
1. FROM WITHIN REPORTING DEPARTMENT	()	()	()	()	()	()
Suggestions or Inventions	()	()	()	()	()	()
Individual						
Group						
Sustained Superior Performance	()	()	()	()	()	()
Individual						
Group						
Special Acts or Services	()	()	()	()	()	()
Individual						
Group						
Length of Service	()	()	()	()	()	()
2. FROM OTHER DEPARTMENTS					X X X	
TOTAL OF ITEMS 1 AND 2	()	()	()	()	()	()

SECTION B- DISTRIBUTION OF CASH AWARDS. Consider each group award as one award. Show awards for combined intangible and tangible benefits under "Tangible Benefits". Do not include awards paid by other departments.

	FOR INTANGIBLE BENEFITS				FOR TANGIBLE BENEFITS (MONETARY SAVINGS)				
	AWARDS TO EMPLOYEES OF REPORTING DEPT.		AWARDS TO EMPLOYEES OF OTHER DEPTS.		AWARDS TO EMPLOYEES OF REPORTING DEPT.		AWARDS TO EMPLOYEES OF OTHER DEPTS.		NET FIRST YEAR SAVINGS
	No. AWARDS	AMT. (\$)	No. AWARDS	AMT. (\$)	No. AWARDS	AMT. (\$)	No. AWARDS	AMT. (\$)	(\$)
1. AMT. OF AWARD	x x x	x x x	x x x	x x x	x x x	x x x	x x x	x x x	x x x
\$10									
\$11-50									
\$51-275									
\$276-725									
\$726-1,625									
\$1,626-5,000									
Over \$5,000									
TOTAL	()	()	()	()	()	()	()	()	()
2. TYPE CONTRIB.	x x x	x x x	x x x	x x x	x x x	x x x	x x x	x x x	x x x
Suggestions or Inventions									
Sustained Superior Perf.									
Special Acts or Services									
3A. INDIVIDUAL AWARDS									
3B. GROUP AWARDS									

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SECTION C- DISTRIBUTION OF HONORARY AWARDS. Candidates for awards for
 Approved For Release 2001/04/04 : CIA-RDP78-04718A002400150004-7 (a) awards for

	TO EMPLOYEES OF REPORTING DEPARTMENT			TO EMPLOYEES OF OTHER DEPARTMENTS	TOTAL (ALL HONORARY AWARDS EXCEPT "LENGTH OF SERVICE")	HONORARY AWARDS GIVEN WITH CASH AWARDS
	FOR SUGGESTIONS OR INVENTIONS	FOR SUSTAINED SUPERIOR PERFORMANCE	FOR SPECIAL ACTS OR SERVICES			
1. LEVEL OF AWARD	x x x	x x x	x x x	x x x	x x x	x x x
Highest						
2d Highest						
3d Highest						
4th Highest						
5th Highest & Below						
TOTAL	()	()	()	()	()	()
2A. INDIVIDUAL AWARDS	x x x	x x x	x x x			
2B. GROUP AWARDS	x x x	x x x	x x x			

SECTION D- DISTRIBUTION BY GRADE OR SALARY AND LOCATION OF EMPLOYEES. Figures on "Number of Employees in Department at End of Fiscal Year" need not be supplied, as they are available to the Commission in the "Annual Report of Salary and Wage Distribution" submitted by each department. Do not include figures for (a) employees of other departments; (b) "Length of Service" contributions; (c) group contributions or awards; and (d) awards granted by other departments.

	NO. OF EMPLOYEES IN DEPARTMENT AT END OF FISCAL YEAR	CONTRIBUTIONS RECEIVED DURING FISCAL YEAR	CONTRIBUTIONS APPROVED DURING FISCAL YEAR	NUMBER OF CASH AWARDS GRANTED DURING FISCAL YEAR
1. CLASSIFICATION ACT EMPLOYEES	()	()	()	()
GS-6 and Below				
GS-7 through GS-11				
GS-12 and Above				
ALL OTHER EMPLOYEES	()	()	()	()
Below \$3,800 Annual Salary				
\$3,800 - \$7,000 Annual Salary				
Above \$7,000				
TOTAL OF ITEMS 1 AND 2	()	()	()	()
3. LOCATION	x x x	x x x	x x x	x x x
Washington, D. C. Metropolitan Area				
Outside Washington Metropolitan Area				

SECTION E- EVALUATION OF THE PROGRAM. Attach to this form a general narrative evaluation of the operation of the Government Employees' Incentive Awards Program in your department. Include, but do not limit your evaluation to, the following topics:
 1. Effectiveness of the program in stimulating improvements;
 2. Administrative problems encountered in operation of the program;
 3. Adequacy of present law and Commission regulations regarding the program; and
 4. Proposals for improving the program.

FOR INFORMATION CONCERNING THIS REPORT, CALL (Name, Telephone Exchange and Number or Code, and Extension Number)

NAME, SIGNATURE AND TITLE OF OFFICIAL SUBMITTING THE REPORT

DATE

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